

JOB DESCRIPTION

JOB TITLE : FINANCIAL CONTROLLER
DIVISION : ADMINISTRATION & GENERAL
DEPARTMENT : FINANCE
REPORT TO : GENERAL MANAGER

GENERAL MISSION:

- The Financial Controller shall organize and direct a team which allows him or her to supervise all revenue and expenses, as well as hotel inventories. His or her mission shall principally to keep the hotel's accounts and to ensure the administrative management of the personnel. The financial responsibilities both internal control as well as external expenditure must be properly recorded and handled through high integrity and honesty. All financial related matter must be kept in accordance to internal and external regulation of the hotel and relevant authority respectively.

RESPONSIBILITIES AND MEANS:

The Financial Controller shall perform his functions with in the framework defined by the norms of the hotel and by internal regulations. He shall have services under him or her:

General Account

- payroll and administration
- cost account
- general cashier
- account payable
- store receiving
- cashier
- internal control

Credit Account

Income audit
Account receivable

Purchasing Account

ADMINISTRATIVE RESPONSIBILITIES :

Accounting

The Financial Controller, with the Chief Accountant:

- Shall supervise all accounting and registering of accounts. For this purpose, he or she shall ensure, with the assistance of his or her Chief Accountant, The proper keeping of the books for internal accounting and for the official account sheets to be supplied in due course.
- Shall be responsible for establishing hotel budget forecasts (investment budget and operating budgets) and shall keep a record of monthly budgetary discrepancies.
- Shall also supervise the hotel's cash situation.
- Shall keep informed of fiscal matters concerning the hotel.
- Shall maintain management charts and administration forecasts charts, in conjunction with the General Manager.
- Shall supervise revenue entries, especially those from the General Cashier's office.
- Shall, in direct supervision of the Purchasing Manager, also be responsible for the payment of invoices.
- Shall maintain controls of the costs of the different services, in particular the food and beverage cost.
- Shall effectively liaison with bankers, revenue authorities, commerce department, external auditors.
- Shall comply with statutory tax regulations.
- Shall organize cash forecasting and fund management.
- Shall establish forms of different reporting system to keep the management up to date of its financial position.
- Shall consolidate different sources of funds and expenses to submit a profit and loss statement to management in each calendar month.
- Shall consolidate yearly financial performance.
- Shall in accordance with uniform system of account to administrative all necessary financial report and standardization of accounting procedure.
- Shall maintain proper personnel payroll administration in accordance to tax and labour law.

HUMAN RESPONSIBILITIES :

PERSONNEL MANAGEMENT

The Financial Controller:

- Shall keep the employee payroll register and time cards up to date.
- Recruits the personnel for his department with the approval of the Management.
- Supervises the cleanliness and the attire of his staff.
- Supervises the establishment of schedules for his staff in an equitable manner and keeps the attendance register up to date in accordance with state and federal laws and with due respect for the budgets.
- Supervises the posting of schedules.
- Keeps the employee attendance register up to date.
- Establishes vacation schedules ensuring that the vacation hinder as little as possible the functioning of the service with due respect for state and federal laws.
- May award and impose sanctions but may not dismiss an employee without the management's consent.
- Determines in advance the number of personnel to be employed during each season.

HUMAN RELATIONS AND TRAINING:

The Financial Controller:

- Evaluates each members of his staff at least once a year and make flash evaluations twice a year.
- Concerns himself with the welcoming and orientation of new employees.
- Is responsible for the cleanliness and general aspect of his personnel, in particular with regard to uniforms.
- Ensures a good atmosphere and efficient co-operation in his department.
- Convenes meetings with his personnel at regular intervals for information purposes.
- Ensures that internal training – courses be organized in his services: training-programs, training sessions.
- Ensures that the said training provide his co-workers with improved skills and that it remain in accordance with the service, Hotel norm.

RELATIONS:

DIRECT LIATIONS:

The Financial Controller shall be directly responsible to the hotel General Manager with responsibility to the Resident Manager in the event that the General Manager is absent and have 2 chiefs of staff under him or her:

Chief Accountant
Purchasing Manager

FUNCTIONAL LIAISONS:

The Financial Controller shall be in contact with all other hotel heads of service:

General Manager
Resident Manager
Food and Beverage Manager
Chief Engineer
Director of Sale and Marketing
Personnel & Training Manager

EXTERNAL LIAISONS:

The Financial Controller may have contact with external organizations:

Insurance company
Banks
Suppliers
Government administrative agencies
Customers
External auditor
Public accounting firms
Other organization that may be useful for accounting administration.

REPLACEMENT AND TEMPORARY MISSION

In the event of his or her absence, The Financial Controller may be replaced by one management.

The Financial Controller may be assigned to special audit or control missions in other hotels within the group.

Any description related to the Finance and administration Division operation and not mentioned in this listing remain under the sole responsibility of the The Financial Controller.
